

Request for Responses (RFR) for the Emergency Solutions Grant (ESG) Program

Deadline for Questions has passed.

Document Number: DHCD2012-03S

This document includes Amendments # 5 and #6

I. AMENDMENT #5

Background:

DHCD had asked HUD to allow DHCD to use its state appropriations spent on ESG Eligible activities as the dollar for dollar ESG match instead of having each provider obtain match documentation.

HUD has now agreed that DHCD can provide the funding match for all programs it funds through sub-recipients. *DHCD contracted funds to be used to support the proposed ESG program must be identified in the respondent's budget as an offset, or a non-reimbursable cost. In addition, to get credit in the response evaluation process for non-DHCD match, if any, from local, federal or private sources, the non-DHCD sources of match must be documented as specified in the RFR.*

II. AMENDMENT #6

Appendix 5 lists HUD's recordkeeping and reporting requirements for determining eligibility. DHCD's documentation requirements should be added to this Appendix. DHCD's additional documentation requirements for eligibility are:

Meet at least one of the following criteria:

- **prior episode of homelessness in an emergency shelter;**

Documentation of a family's stay in an EA shelter can be obtained from a DHCD Homeless Coordinator. If the documentation is not an HMIS printout or a printout from DTA's BEACON System, it must be on the organization's letterhead. HUD's definition of a homeless episode is 15 days. For individuals and for families who were not in an EA family shelter verification of a prior episode of homelessness is a written verification from the shelter on its official letterhead including the individual's or non-EA family's name (head of household) and dates and duration of shelter stay. The name, e-mail address, signature and date of signature by the staff person verifying the homeless episode must be included. If the documentation is not an HMIS printout or a printout from DTA's BEACON System, it must be on the organization's letterhead. HUD's definition of a homeless episode is 15 days.

- **history of domestic violence;**

If third party documentation is available it should be copied and kept in the case record. If documentation is not available a self-declaration providing the history may be substituted.

- **presence of an adult or a child or youth with a diagnosed disability including mental illness or substance use disorder.**

The diagnosed disability can be verified by documented receipt of SSI or SSDI, or by a letter from a doctor identifying the diagnosed disability. The documentation must be on the medical facility's letterhead, signed and dated by the M.D.